

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
PUBLIC RELATIONS ASSOCIATE  
(Community College Professional 16)  
12 Month Tenure Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Naugatuck Valley Community College

**Minimum Salary:** \$49,211 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

**Closing Date:** August 23, 2012

**Anticipated Starting Date:** Fall 2012

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in an appropriately related field and at least one (1) year of related experience

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the supervision of the Director of Marketing, the Public Relations Associate supports the college's strategic marketing plan with writing, editing, media relations, research tasks, public relations initiatives, positioning strategies including direct mail development and procurement. The Public Relations Associate is accountable for research, writing and editing informational material to provide for clear and accurate communication with the College's external and internal audiences. This accountability includes such essential tasks as: collecting information, verifying its accuracy and creating written material appropriate for intended audiences. This may include interviewing sources of news and information and developing informative and interesting articles and written material; collecting written material from other College sources and editing for content, form and grammar and producing articles and information for communications and news publications; preparing complex information materials such as College catalogs and schedules involving the verification of precise and vital data and placing in useful format. Applicants must adapt to the changing needs of the population served by the college.

**Application Instructions:**

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.